



HUMAN RESOURCES, Texas Commission on Fire Protection
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JOB ANNOUNCEMENT

Programmer Analyst (Programmer II) 2 positions available		GROUP B-19	JOB NO. 20140902
APPLICATION DEADLINE:	Until filled	MONTHLY SALARY:	\$3,520.00 – 4,334.00
LOCATION:	Austin, Texas	TRAVEL:	Less than 5%

JOB SUMMARY

Performs moderately complex (journey-level) computer programming work. Work involves developing in-house web applications for TCFP; preparing and developing computer programs; documenting methods and procedures used in program development; and testing, correcting, and revising programs. Works under general supervision, with limited latitude for the use of initiative and independent judgment.

ESSENTIAL JOB FUNCTIONS

- Programming and development of web applications and systems using HTML, ASP, ASP.NET, C#, VBScript, JavaScript, JQuery and .NET Framework 4.0, 4.5 and other evolving technologies.
- Review, analyze, modify and maintain programming systems including encoding, testing, debugging and documenting applications to produce a consistent visual image and functional application. Prepares test data and instructions for use during production runs.
- Works with business content owners and a variety of content providers, sections/departments, and divisions of the Agency to provide solutions.
- Monitors assigned helpdesk activities to ensure requests or issues are addressed in a timely manner.
- Works closely with the rest of IT team to assist in identifying Web systems improvements for current or future projects.
- Prepares detailed workflow charts and diagrams that describe input, output, and logical operations and converts them into a series of instructions coded in a computer language.
- Researches technologies to keep abreast of latest development and programming tools, training, hardware, etc.
- Assists in preparation and development of instructions or manuals to provide guidance to end users.
- Participate in the Agency’s 24x7 support service commitment and performs related work as assigned.

MINIMUM QUALIFICATIONS

- Knowledge of the principles, practices, and techniques of computer programming and systems analysis; of computer operations procedures and systems; and of computer programming languages.
- Skill in the use of computer equipment and in developing web applications.
- Ability to process information logically; to design programs and systems architecture; to prepare program specifications; to code, test, and debug computer programs; and to interpret technical information related to computer programming and other areas of data processing to communicate effectively.
- Ability to communicate and interact effectively with internal and external customers, and respond to inquiries in a timely manner.
- Ability to train others.
- Professional demeanor.

PREFERRED QUALIFICATIONS

- Graduation from an accredited four-year college or university with major course work in data processing, computer science, or a related field. Experience and education may be substituted for one another.
- Three years full-time experience programming web applications in a Microsoft environment (IIS, VB or C#, SQL Server, and JavaScript).
- Experience developing online payment applications and procedures.
- Knowledge of Texas state electronic information resources accessibility standards.

APPLICATION INSTRUCTIONS

For this position, the following materials are required. Please submit them via email to **hr@tcfp.texas.gov**.*

- 1) Letter of interest
- 2) Resume
- 3) Completed [State of Texas Job Application](#)
- 4) Completed Qualification Data Sheet (found on the *Jobs* page of our agency’s website: [www.tcfp.texas.gov](#))

Important Note: Application packets must include all four of the required documents above. Incomplete application packets are not forwarded to selection committee. Applicants whose application packets are complete will receive confirmation from Human Resources.

*You may also submit application via US Mail to the mailing address above, attention: **Human Resources**.

Selected candidate must pass a background check. Regular and punctual attendance is required.

The Texas Commission on Fire Protection is an Equal Opportunity Employer

The Texas Commission on Fire Protection does not discriminate on the basis of race, color, age, national origin, sex, religion or disability. Applicants from underrepresented groups are encouraged to apply. Form DD-214 is required for all applicants declaring veteran status. Your application for employment with this agency may subject you to a criminal background check. *Please Note:* Only applicants scheduled for interviews will be contacted. If you are scheduled for an interview and require reasonable accommodation in our interview process, please inform the hiring representative who calls you to schedule your interview. Thank you for considering employment with the Texas Commission on Fire Protection.